

Office of Information Systems Analysis Staff

Function (activity) title * Classification/Declassification (in support of E.O. 11652)

Responsible Organization Unit Classification Programs Branch

Resources Allocated:

Personnel: Staff Contract Other

Funds:

STAT

Total:

Personnel

Other (list)

Total:

*Based on current (September 1973) salary scale, using Step 4 and assuming that entire staff is at ^{authorized} grade level.

Brief description of function: Implementation of E.O. 11652 within the Agency (development of guidelines; control of NSCAs; processing of declassification requests; statistical reporting to ICRC; providing staff support to CIA Information Review Committee; systematically reviewing 30-year-old records; etc.)

Benefits: Correct classification/declassification practices help to guard against unauthorized disclosure of sensitive information, while, at the same time, taking cognizance of the public's right to information.

Consequences (impact) of deletion: Deletion of the program would place the Agency in violation of E.O. 11652. The Agency has little discretion in the matter.

Alternatives: One option is open to the Agency. We could turn over all records to the National Archives prior to their attaining 30 years of age and authorize the National Archives, subject to Agency guidelines, to review them for possible declassification. A large number of borderline documents would still require Agency action, but the overall manpower requirement would be substantially reduced.

Possible incremental changes, with resource requirements: The staffing of this Branch was approved by the DCI, but the problem of finding the slots is still unresolved. In all candor, even with a full staff of employees, the Branch would not be able to keep on schedule in reviewing 30-year-old records. A precedent has been established for utilizing the services of annuitants on contract to accomplish this aspect of the Executive Order, and this could be done. The costs would run to approximately \$10,500 per man per year. STAT

*Indicate if this function is in support of a statutory, NSCID, DCID, regulatory, interagency agreement requirement.